



## CAREER EXECUTIVE ASSIGNMENT



CALIFORNIA STATE GOVERNMENT -- AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE ILLEGAL USE OF DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** DEPARTMENT OF TOXICS SUBSTANCES CONTROL  
**POSITION TITLE:** DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES  
**CEA LEVEL:** 3  
**FINAL FILING DATE:** MAY 20, 2005

#### DUTIES/RESPONSIBILITIES:

The Deputy Director, Administrative Services has overall responsibility for planning, organizing and coordinating the activities of the Administrative Services Program. The incumbent will recommend new or revised policy and direct the activities of staff to ensure compliance and adherence with program and administration policies. The incumbent will develop departmental budget, manage financial operations, human resources, and business services in both the Sacramento headquarters and regional settings. The Regional offices are located in Sacramento, Berkeley, Glendale, Clovis, and Cypress.

#### MINIMUM QUALIFICATIONS:

Applicants must have permanent California State Civil Service status and satisfy the following generic minimum qualifications:

1. Possess ability to perform high level administrative and policy setting functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:
  - (a) Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislative and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; knowledge of the Department's Equal Employment Opportunity objectives; and knowledge of a manager's role in the Equal Employment Opportunity Program and the process available to meet equal employment opportunity objectives.
  - (b) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and ability to effectively contribute to the Department's equal employment opportunity objectives.
2. Possess broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. This experience may have been paid or volunteer in State service, other government settings, or in a private organization.

#### DESIRABLE QUALIFICATIONS:

The most competitive candidate will possess knowledge and experience in successfully managing a State administrative program with complex personnel, contracting, fiscal, and business management issues. Highly desirable fiscal background would include exposure to Statewide budget practices at high policy levels, complex accounting systems with cost recovery and reimbursable programs, development of fee structures, negotiation of fee systems with regulated parties, and multi-funded program budgeting. Desirable personnel experience would include experience in agency level labor-management relations, exposure to exempt and CEA classification systems, familiarity with the appropriate control agencies, experience in developing new and innovative personnel policies, and administering a growing and dynamic organizational structure. Experience in overseeing the State contracting and procurement process, especially the award of multi-million dollar service contracts, developing coordinated business management practices, and planning for long term departmental space needs would be helpful.

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The most competitive candidate will possess experience in effectively representing the Department and its programs before Cal/EPA level staff, the Departments of Finance and Personnel Administration, the State Personnel Board, the Legislative Analyst's Office, and during legislative hearings.

The Department is also seeking a candidate with (1) increasingly responsible managerial experience in the development of administrative policies and in the formulation of revised administrative policies involving significant change from established practice, (2) demonstrated ability to provide consistent interpretation, guidance, and direction to members of the Department's Executive Staff, headquarters program managers, and the regional management on administrative policies and procedures, and (3) increasingly responsible management experience in directing and organizing the work of others through subordinate supervisors.

**EXAMINATION INFORMATION:**

An evaluation committee will review and screen all applications on the basis of demonstrated management ability as well as the desirable qualifications. Candidates with the most competitive experience and background will have their application submitted to the Director for further consideration. Interviews will be conducted by the evaluation committee and/or the Director. References will be contacted to verify knowledge, abilities, and experience. The Director will make the final selection. All candidates will be notified of the results. Qualified candidates of this examination may be contacted to fill subsequent vacancies in this position within the next 12 months.

**FILING INSTRUCTIONS:**

Submit a standard state application, resume, references, and a statement of qualifications. The statement of qualifications should summarize the candidate's perception of his/her state of preparedness to manage the operation of a statewide administrative services program. This statement should be concise and no more than one page in length. These are to be submitted by the final filing date to:

Department of Toxic Substances Control  
Human Resources Branch  
1001 I Street  
P.O. Box 806  
Sacramento, CA 95812-0806  
ATTN: Mary Ellen Lucero, phone (916) 322-8669